

BARRETT ELEMENTARY SCHOOL

**895 Barrett Avenue
Morgan Hill, CA 95037
(408)201-6340**

Student Code



Of Conduct

**MORGAN HILL UNIFIED SCHOOL DISTRICT
15600 CONCORD CIRCLE MORGAN HILL, CA 95037
(408)201-6000**

Dear Parents:

School should be a place where children succeed in a number of ways, where their efforts are recognized, and where they can learn in a safe, clean and orderly, structured environment.

The Barrett Student Code of Conduct has been created to ensure the learning, health and safety of each child. The behaviors and consequences listed in this bulletin are designed to guide students' conduct.

The purpose of this code is:

1. To ensure that every child has the chance to learn and grow without problems caused by other students' behavior.
2. To make sure the rules are clear and concise and that the consequences are understood by everyone.
3. To ensure school wide consistency.
4. To ensure good behavior without violating the best interests of children.
5. To reinforce good behavior in a positive way and to encourage model citizenship.

Good discipline is achieved through a strong parent-school partnership. School authorities are trained in discipline techniques and will work with parents as a team in teaching children appropriate behavior; however the foundation begins at home. Please review this students' Code of Conduct with your child.

Sincerely,

Moira Barker, Principal





Student Recognition

We believe all students need recognition, praise, and reward if they are to build a positive self-concept. Teachers are trained and skilled in providing a variety of positive consequences to encourage, motivate and recognize good behavior. Your child's teacher will explain his/her system of positive consequences at Back to School Night, parent conferences or upon request. In addition to classroom-based awards, there are also school wide rewards and recognition earned by students. Among these are:

- Citizenship Certificates
- Assemblies and Theme Days
- Academic Achievement Awards
- President's Academic and Physical Fitness Awards
- Attendance Awards
- Special Community Recognition
- Quad Assembly Presentations
- School wide performances

LUNCH/CAFETERIA RULES



Students are expected to behave courteously in the school cafeteria and outdoor areas. They are asked to:

1. Sit at assigned tables in cafeteria/quad for a minimum of 15 minutes to ensure time for eating.
2. All students must remain seated until dismissed by a yard duty.
3. Use quiet voices when talking to their neighbor.
4. Keep hands, feet, food and other objects to yourself.
5. All students must take responsibility for their table cleanup.
6. **There is no charging of lunches.** If a child does not have lunch money they will be provided with the cold portion of lunch, but not the hot portion of the meal.

CONSEQUENCES

Consequences may include, but are not limited to, verbal warning, community service duties with teacher or custodian, school behavior ticket, and time out in class or in a buddy class, detention, loss of privileges, or a parent, teacher, student and/or principal conference.

Playground Rules

1. Students will show respect for each other at all times through their words and actions.
2. When the bell rings, all students must “freeze” and stop playing. They will walk to their class lines after hearing the whistle blow.
3. The school provides all sports equipment and balls. **No sports equipment or other balls and toys from home are allowed unless a teacher requests it.**
4. Students are asked not to throw objects (balls, lunch pails, articles of clothing) at each other. Even in play this often leads to injury or angry confrontation.
5. Students must play in designated areas only, including on the appropriate grade level ball wall or basketball court.
6. Games are to be open to as many students as possible. There is NO locking of games. Students should also not interfere with other games in progress.
7. **Physical contact and rough play of any kind is not allowed.** This includes tackle football, soccer that is overly aggressive, karate, wrestling, imaginary combat, etc.
8. Games involving kicking or throwing must be played on the grass. Balls are not to be thrown or bounced against building walls or on our storage bins.



Watch out for safety of self and others while in the play structure area.

- No pushing, running, or tagging in the play structure area.
- Get off equipment when the bell rings and walk to the edge of the blacktop and “freeze”
- Please do not cut in front of someone already in line
- There is no playing under the equipment as feet tangle and children run into poles.
- Please do not jump off the equipment.
- There are no balls or ropes in the tan bark area.

Slides and Pole

- Go down slide or pole feet first
- One person at a time on slide or pole
- Wait until student is off before going down
- Legs must be inside of slide

Rings and Overhead Bars

- Go in the designated direction
- One person at a time
- Start when student ahead of you is halfway through
- No climbing or sitting on top of overhead bars



PROHIBITED ITEMS

Children should not bring ANYTHING to school except a backpack, lunch or school materials. All other items such as toys, electronic games, CD players, trading cards or any other similar distracting items can not be brought to school. Cell phones must be in a backpack and turned off at all times. **All prohibited items will be confiscated and held until a parent comes to the office to pick it up.**



ARRIVAL AND DISMISSAL

Students may not arrive at school before 7:35. All gates will remain locked until this time. Students are to go directly to the playground until the bell rings. All students must be in the class line at 7:50 or they will be sent to the office for a tardy slip. Tardy students will be assigned detention at the first recess. Students are dismissed at 2:15pm. All students are walked to their designated pick-up point. Parents are asked to remain outside of the gates until after dismissal.



LOST AND FOUND

The school maintains a lost and found bin in the cafeteria. Parents are encouraged to check the bin throughout the year for missing items of clothing, lunch containers, etc. Unclaimed items are donated to charity every two months. All sweaters, sweatshirts, jackets and lunch boxes should be marked with your child's name.

PROPER ATTIRE

All students are required to dress appropriately at school. **The following is NOT allowed:** spaghetti strap tops or any top that does not have at least a one inch strap, low cut shirts on the side or in the front, short skirts or shorts, **make-up, colored hair, shaved logos or pictures in hair**, bare midriffs, gang affiliated colors or items (you may be asked to be color banned if you continue to wear one color all the time) baggy pants (belts are to be worn or we will tie the pants with yarn), jeans/pants with holes and footwear that prohibits safe play, such as thongs, sandals, or slip on shoes without a back strap (shoes must have a closed toe.) All hats must be worn facing forward only and can be worn only outside on the playground. Any student who does not follow dress code will call home for clothes to be brought from home. Should we be unable to reach a parent, we will provide a change of clothes for the student to borrow or ask that a shirt be turned inside out.

*Thank you for taking time to read this Code of Conduct and the Parent Rights and supporting policies which follow. **Please sign the accompanying slip on the back page to indicate that you have covered this information with your child at home.***

ATTENDANCE POLICIES AND PROCEDURES

Attendance is critical to the academic success of all students. **Appointments should be made for after school hours.** If a student is absent you must contact the Attendance Office to clear the absence. It is the responsibility of the child to ask for any missed class work or homework.

Clearing absences

All absences should be cleared the day of the absences or upon return to school. Absences can be cleared in the following manner:

Leave a message: (408) 201-6343; note sent in to office or email to: GiordanoS@mhusd.org

***Please include the following information when clearing absences:**

- First and last name of student
- Date(s) of absence
- Reason for absence
- Identification of parent and relation to student

Excused Absences

State Education code and School Board Policy allows excused absences for the following reasons:

- Illness (after 3 days a medical note is required)
- Quarantine directed by county or city Health Officer
- Medical, Dental, or Optometric services appointment
- Funeral services for member of immediate family
 - ♦One day within California/♦Three days outside California

Unexcused Absences

Absences for reasons other than those listed above are considered Unexcused.

After 3 days, absences for reasons unknown to our Attendance Office are considered Unexcused. After 3 unexcused absences parents will receive a mandated letter. If unexcused absences continue, parents will be asked to attend the School Attendance and Review Board.

Tardies

A child is considered tardy if they are not in line when the bell rings. Please ensure your child gets to school **prior** to the 7:50 bell. All unexcused tardy students will be given a detention at the first recess. After three 30 minute tardies you will receive a letter. If your child continues to be tardy to school, families will be asked to attend the School Attendance and Review Board. Good attendance is key to your child learning.

Leaving Campus

All students must be signed out through the office by a parent or person on the emergency card. Upon returning to the school, the student must check back in at the office.

Family Trips, Personal Appointments and Business

These absences are considered Unexcused according to the State Education Code. Students missing school should contact his/her teachers as soon as possible to request make-up work. If a child will be out 5 or more days, parents can request an Independent Study Contract (request must be made one week in advance) which can be completed while the student is gone. All completed work must be submitted on the day of return to excuse the absences.

BARRETT SCHOOL'S ANTI-HARASSMENT POLICY

1. Everyone at Barrett School has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent sexual harassment, and harassment based on gender, race, national origin, ethnicity, religion, sexual orientation, or disability.
2. A harasser may be a student or an adult. Harassment may include the following when related gender, race, national origin, ethnicity, religion, sexual orientation, or disability:
 - Name calling, teasing, derogatory comments, slurs
 - Remarks or rumors about an individual's sexual activities, sexual jokes, catcalls whistles
 - Leering, winking, sexual gestures, pinching, patting, intentional rubbing against another individual's body
 - Graffiti, offensive graphic posters or book covers
 - Derogatory notes or cartoons
 - Unwelcome touching of a person or clothing, grabbing, fondling
 - Violent acts or threats
3. If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the Principal or the District's Compliance Officer.
4. If you believe that you or someone else has been the victim of harassment, you should report the alleged acts to a teacher, counselor, Principal, or the District's Compliance Officer. The report may be verbal or written. You are not required to complete a written form, but if you want to use a form, one is available from the school office.
5. Your right to privacy will be respected as much as possible consistent with the District's legal obligations and the need to investigate harassment allegations and take remedial and corrective action.
6. We take seriously all reports of sexual harassment, and harassment based upon gender, race, national origin, ethnicity, religion, sexual orientation, or disability and will take all appropriate action to investigate such claims, to eliminate the harassment, and to discipline any persons found to have engaged in such conduct.
7. The District will also take action if anyone tries to intimidate you or take action to harm you because you made such a report.
8. This is a summary of this District's policy against sexual harassment, and harassment based on gender, race, national origin, ethnicity, religion, sexual orientation, or disability. A complete copy of the policy is available at the Barrett School Office upon request.

Special Education

The Individuals with Disabilities Education Act (IDEA) is a federal law that mandates a "free and appropriate public education" to children with disabilities. Morgan Hill Unified School District follows the education code for special education to be in compliance with the IDEA.

Students become eligible for special education services through a formalized process of evaluation. Anyone who suspects that a student is disabled may request an evaluation in writing. Requests will receive a response from the school site within 15 days. Usually a Student Study Team is asked to determine whether an assessment is necessary. If recommended, assessments will take place within 60 days of the initial request. If an assessment is not recommended, the Study Team will explain their reasoning in writing. Once a student has been assessed, an Individualized Education Program (IEP) meeting is held to determine a student's eligibility for services.

Non-Discrimination

The Governing Board of the Morgan Hill Unified School District is committed to equal opportunity for all individuals in education. Morgan Hill Unified School District programs and activities do not discriminate on the basis of gender, gender identity, age, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. The Board shall promote programs, which ensure that discriminatory practices are eliminated in all district activities.